

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Staff Information Systems Analyst (Specialist)
<b>Position #:</b>	051-221-1312-024
<b>Salary Range:</b>	\$5065 - \$6466
<b>Issue Date:</b>	June 25, 2008
<b>Contact:</b>	Susan Bolin (916) 375-6060
<b>Location:</b>	Personnel/Payroll Services Division 710 Riverpoint Ct S Suite 150 West Sacramento, CA 95605
<b>Final Filing Date:</b>	(Statewide) Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
PPSD – 21<sup>st</sup> Century Project  
ATTN: Susan Bolin  
710 Riverpoint Court Suite 150  
West Sacramento, CA 95605

## Scope of the Position:

Under the general direction of the Manager of the Project Planning Office (PPO), Staff Services Manager II, the incumbent works as a lead to organize and maintain core processes, guidelines, and procedures for the centralized PPO of the 21<sup>st</sup> Century Project, which replaces the State's Human Resources and Payroll system and has statewide impact. Assignments require an understanding of both technology and business processes of the Controller's Office, as well as Project Management Institute principles of project management. The Project requires a close working relationship with technology and business teams. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Independently and as team member, identify, develop, and implement processes to address project planning, monitoring, management, and control functions; implement best practice processes and techniques for maintenance of project plan; implement quality standards where appropriate; and serve as subject matter expert and lead in dissemination of project management plan policies, procedures, templates, and other shared documentation.
- Provide support to project management regarding risk and issue management; tasks include risk/issue planning, identification, analysis, mitigation/contingency planning, and tracking/monitoring of risks and issues.
- Provide support and report status to project management and teams regarding status of, but not limited to the following: project plan/schedule; project deliverables; contract compliance; changes to schedule, scope, and budget (e.g., change requests); and PO/IV&V reports (e.g., review and track observations and/or deficiencies made and reported).
- May work on special projects, assist with research and/or analyze issues related to the administration of the Personnel 21<sup>st</sup> Century Project.

## Desirable Qualifications:

- Project Management certification;
- Experience applying Project Management Institute (PMI) project management body of knowledge (PMBOK) best practices;
- Experience implementing SDLCs and business analysis methodologies in projects and in the work place;
- Ability to interact with all levels of staff and management;
- Initiative, tact, and diplomacy; and
- Working knowledge of Microsoft Project 2003 Server, Visio, Word, Excel, Outlook, PowerPoint, and Access.